

USEITI Outreach and Communications Subcommittee
Meeting Summary for Tuesday, August 30, 2016

1. Outreach sessions logistics and update
 - a. Helena session will be 2-5pm in the capitol; this will be streamed live on the internet and posted to the web. All recording devices are available at this location.
 - i. Co-Chairs would be open to meeting septate from the call with individual legislators.
 - b. Browning location will be from 5-7pm on October 6, they have everything but microphones so we will need to get these provided. Julie is also trying to get a private meeting with the tribe
 - c. Shreveport location will be from 5-7pm October 19th, Shreveport will be at the convention center, we are currently working to get this paid for. We are currently working to secure that site.
 - i. We could do two sessions in Shreveport or start at 6 to make sure people can get off work etc.
2. Communications plan for the outreach sessions.
 - a. We will have the flyer, FR notice and media advisory for the three sites end of this week.
 - b. Flyer was hard to send on the list serves because they don't take attachments.
 - i. Some sort of mini flyer
 - ii. ONRR will take a screen grab of the flyer and send it in email form
 - iii. ONRR has an extensive contact list created for the meetings
 - iv. Factsheet may be beneficial to go out with the flyer to give background information.
3. Letters to companies timeline
 - a. Letter will be in the surnaming process today. Industry asked to hold the letter till next call.
 - b. There are some blanks for areas to fill in the letter but that won't limit from moving through the surname process.
4. SOP for outreach sessions
 - a. The presentation will be reviewed by Judy and to Veronika to go through.
 - b. Anita and Chris will work on this and get a copy to Veronika before Co-Chairs meeting.**
 - c. Template for future outreach meetings, and when things should happen, also best practices.
 - d. Chris will have a draft for the group by Friday.**

Meeting Attendees

Veronika Kohler, NMA

Jerry Gidner, ONRR

Anita Gonzales-Evans, ONRR

Chris Mentasti, ONRR

Lynda Farrel, CSO

Andrew Varnum, Deloitte

Betsy Taylor,

Crystel Santos, ONRR